Request for IRS Tax Return Transcript

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

If you are unable to access the IRS Data Retrieval Tool you must verify the income you reported on your FAFSA.
This can be completed by requesting a tax return transcript from the IRS.

Please choose one of the options below to request an IRS Tax Return
Transcript. A **2018 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript by MAIL." What You Need to use this service, you need your:
  SSN or Individual Tax Identification Number (ITIN), date of birth, and mailing address from your latest tax return. The transcript is generally received within 10 business days from the IRS's receipt of the online request.

- Get Transcript ONLINE – Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript Online." What You Need To register and use this service, you need your:
  SSN, date of birth, filing status and mailing address from latest tax return,
  access to your email account,your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and a mobile phone with your name on the account. You can view, print or download your transcript.

- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If you need additional assistance, please contact the Financial Aid Office at 575-835-5333 or at financial_aid@nmt.edu.